

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF HAWAII**

**Amending Schedules or Mailing Matrix
in a Bankruptcy Case**

It is common for debtors to amend their bankruptcy cases after filing to add creditors, to change the addresses of previously listed creditors, to amend the amounts of debts listed, or for other reasons. Since there is a \$26.00 amendment fee for making most of these amendments, it is best to carefully list all creditors at the beginning of a case so that amendments will not be needed. Attached to this pamphlet is an Amendments Cover Sheet which will be very helpful to insure that the amendment is done properly. Please fill out and submit this cover sheet whenever you are amending your case.

1. Changing addresses of creditors who were previously listed in the case. There is **no fee** for this type of amendment. Fill out the back of the attached cover sheet and list both the old address of the party and the new address. Sign and send to the court.

2. Adding creditors not previously listed. In order to add creditors not previously listed, you need to prepare a new schedule listing only the creditors you wish to add and the amounts of the debts owed to those creditors. Use the same form that you used when you filed the case [the forms are available on our web site: www.hib.uscourts.gov]. If you are adding unsecured creditors you would use a form for Schedule F. Fill in the debtor's name and case number at the top of the schedule and write at the top of the form "Amended Schedule". Date and sign the declaration regarding schedules [the form is available on our web site]. Both debtors must sign if the bankruptcy is a joint case. Type a mailing matrix with just the names and addresses of the creditors you are adding to the case. Mail a copy of the Notice of Commencement of the case to each of the added creditors and fill out the proof of service which is attached to this sheet. You are now ready to file the amendment. You need to send to the court an originally signed amended schedule [be sure that you have signed a new declaration], a copy of the proof of service of the Notice of Commencement on the new creditors, a copy of the mailing matrix and verification, and a check or money order for the \$26.00 amendment fee.

3. Changing the amounts of debts listed in your schedules, amending a statement of affairs to change the information, deleting creditors. Prepare the amended schedule or list. Notify affected creditors by sending them a copy of the amended schedule or list and prepare a proof of service using the attached proof of service form. Use the amendments cover sheet. Send the court the amended schedule or list and sufficient copies for the court [See above]. Send a proof of service showing that the amended schedules or lists were sent to any creditors affected by the amendments. Send a check for \$26.00 for the amendment fee only if you amended schedules D, E or F or if you added creditors to the mailing matrix.

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF HAWAII
COVER SHEET FOR AMENDMENTS**

CASE NAME: _____

CASE NUMBER: _____

The attached documents amend the matrix, schedules and/or list of creditors previously filed in this case. Please check all appropriate boxes.

The **purpose** of this amendment is to:

- ☐ ADD CREDITORS. HOW MANY? _____
- ☐ CORRECT THE ADDRESSES OF CREDITORS ALREADY LISTED ON THE SCHEDULES AND MATRIX PREVIOUSLY FILED. (USE BACK OF THIS FORM)
- ☐ FILE NEW SCHEDULES BECAUSE THE CASE HAS BEEN CONVERTED TO ANOTHER CHAPTER
- ☐ OTHER (PLEASE EXPLAIN) _____
- _____
- _____

The following documents are attached:

☐ \$26.00 AMENDMENT FEE. This is required whenever the schedules or list of creditors or matrix is amended [by adding or deleting creditors, by changing the amounts listed or by changing the classification of listed debts]. The fee is required when creditors are added to a case but it is not required when correcting addresses of previously listed creditors. Amended schedules in converted cases are treated the same as other amendments. However, there is no amendment fee for filing the list of post-petition creditors required by Federal Rule of Bankruptcy Procedure 1019(5)(B)(i) when a case is converted from 13 to 7.

☐ AMENDED SCHEDULES AND/OR LIST OF CREDITORS. Send to the court an original [and one copy plus a self addressed, stamped envelope if you want a copy returned]. Amended schedules must always be accompanied by a declaration signed by the debtors in the same format as was attached to the original schedules. If the amended schedules list all of the creditors in the case, then please mark the name of each added creditor with an asterisk*.

☐ MATRIX. Send a supplemental matrix with the amended schedules [and also with the list of post-petition creditors filed after conversion of a chapter 13 case to a chapter 7] listing only the creditors being added to the previous matrix. Please do not send a matrix adding creditors to a case unless you also send amended schedules. Do not send a new matrix to correct an address -- use the back of this form. Note -- attorneys and petition preparers must now file mailing matrices on a 3.5" floppy disk in ASCII text format. Only pro se debtors may file a mailing matrix on paper.

☐ PROOF OF SERVICE. Local rule 1009-1 requires a party filing an amended petition, list, schedule or statement to give notice of the amendment to all parties in interest and to serve a copy of the notice of commencement of the case, the meeting of creditors and any deadlines set by the court upon all added parties. The filing party is required to file a proof of service with the amendment showing compliance with the rule.

**USE THE BACK OF THIS FORM TO CORRECT
ADDRESSES ON MAILING MATRIX**

CORRECTIONS TO MAILING MATRIX

Case Name _____

Case number _____

Use this form to make corrections to the names and addresses of any creditors or parties in interest who are listed on the current matrix of the case.

*** **DO NOT USE THIS FORM TO ADD NEW CREDITORS TO THIS CASE.** ***

CREDITOR _____

Please type in old address and new addresses below:

Address now listed in case	New address
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CREDITOR _____

Please type in old address and new addresses below:

Address now listed in case	New address
----------------------------	-------------

CREDITOR _____

Please type in old address and new addresses below:

Address now listed in case	New address
----------------------------	-------------

CREDITOR _____

Please type in old address and new addresses below:

Address now listed in case	New address
----------------------------	-------------

Date: _____

Signature of person requesting this change:

X _____

**UNITED STATES BANKRUPTCY COURT
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IN RE: *[type in debtors names]*

Case number:

Debtor(s).

_____ /

**PROOF OF SERVICE
OF AMENDMENTS**

Documents served *[check the box below that applies]*

- ☐ 341 Meeting Notice [attach a copy to this proof of service]
- ☐ Schedule or statement of affairs [attach a copy to this proof of service]
- ☐ Other document which is attached. [attach a copy to this proof of service]

Persons served *[List the names and addresses of the people served with the documents above. If you served the mailing matrix you prepared then attach a copy and check the box below]*

☐ A matrix of creditors and parties served is attached.

The undersigned certifies that a copy of the documents listed as served above were served upon the parties listed above at their respective addresses by regular first class mail, postage pre-paid, by placing the envelopes in the mail on the date indicated below. *[Type in date the documents were mailed and then sign this form].*

Date of Service:

I declare that the statement
above is true to the best of
my information, knowledge
and belief.

X _____
Debtor